

**PGDP Citizens Advisory Board
Nomination, Membership, and Public Involvement Subcommittee
October 22, 2003 * CAB Office**

CAB Members Present: Rebecca Lambert, Chair
Linda Long
Bill Tanner

Support Staff Present: Kim Crenshaw
Kendra Payne

The meeting was called to order at 1:40 p.m.

Applications and Ranking of Applicants

Lambert asked how many Board positions needed to be filled. Tanner said there were six positions open and he would like for all the positions to be filled. Payne said if expired terms exist, the Deputy Designated Federal Official (DDFO) can appoint new members. Payne stated five applicants could be appointed in a calendar year and Forbus has already been one of those appointed. She said four applicants could be appointed in December and the other two applicants could be appointed in January. Tanner said that Waisley had said she would press to get the applicants appointed as soon as possible.

Payne provided Membership Criteria for the U.S. Department of Energy (DOE) Advisory Committees. Payne said this criteria consisted of guidelines for diversity of race, sex, and the participation in different organizations and groups. Tanner said he had called all eleven applicants and asked them three questions regarding consensus building, time commitment, and conflict of interest. Tanner said he would encourage phone interviews with the top six applicants.

The subcommittee rated the applicants in the following order for recommendation to DOE: 1) Shirley Lanier, 2) Rhonda McCorry, 3) Bobby Lee, 4) Chad Kerley, 5) Barry Eadens, 6) Bill Brien 7) Bob Hines, 8) Jim Covert, 9) William Burnett, 10) Neil Adams, and 11) Gary Reside. The subcommittee agreed to set up phone interviews with the top six applicants for October 30, 2003, in fifteen minute intervals. Tanner said the top four applicants will be recommended to DOE at the November Board meeting and the next two applicants will be recommended at the January Board meeting.

Tanner said he would like to issue a letter of appreciation for the applicants that were not selected and will be placed in the membership pool for two years awaiting a vacancy.

New Member Orientation

Lambert said she believes orientation is necessary for the new members in addition to a new membership handbook. Tanner told the applicants they would have a Saturday orientation for all

new members. Tanner said he would like to ask DOE to be present for this meeting, along with existing Board members.

Tanner said he would like to include in the membership handbook the following:

- Charter
- Bylaws
- Operating Procedures
- Organizational Charts
 - a. DOE
 - b. Contractor
 - c. Board
- List of Acronyms
- List/Explanation of Task Forces and Subcommittees
- List/Explanation of Major Areas and Projects
- Member Directory
- Contact Information for EM-1 and EM-11
- Site Map

Fall 2003 CABfare Newsletter

Payne provided the subcommittee with three articles for the upcoming CABfare. She asked for comments by Friday, October 24. Tanner said the 2003 CABfare should include the three recommendations issued to DOE from the October meeting. He said task force updates should also be included.

Tanner said he would like for the CABfare to be four pages. Payne said she is researching the cost of four pages and also the possibility of quarterly publications instead of bimonthly publications. Tanner said he would like for the support staff to research the cost of local printing and mailing of the CABfare.

Payne said the possibilities for the next CABfare could include new members, new DDFO and Federal Coordinator, the Annual Report, responses to recommendations, the task force updates, and the formation of the executive committee.

The meeting adjourned at 2:55 p.m.

Action Items

Staff: Set up phone interviews for top six applicants.

Staff: Send letter of appreciation to applicants joining membership pool.

Staff: Research cost of local printing/mailing of the CABfare.